

INTERNATIONAL SPACE STATION TRAILERS EXHIBIT REQUIREMENTS

THESE REQUIREMENTS MUST BE READ. They are part of the International Space Station (ISS) Trailers Exhibit Application. Please print and complete the application. Submit the completed form by facsimile to Delicia Broussard at 281-483-4559. After completion, the requirements page must be attached to the Sponsor's copy of the application.

1. All questions on the ISS Trailers Exhibit Application should be completed. If a question is not applicable, the response should state that fact. If you have additional information you feel will be helpful, please include.
2. The ISS Trailers Exhibit is available for professional, trade, civic, educational, or public service events. Use of the ISS Trailers Exhibit must give no unfair commercial advantage. This requirement normally rules out individual businesses and advertising uses, but not events that public relations firms organize for public service or educational sponsors.
3. In accordance with the Civil Rights Act of 1964, as amended, the ISS Trailers Exhibit may not be approved for participation in events of a commercial nature or where any group has been unlawfully segregated or excluded on the basis of race, color, religion, sex, or national origin.
4. Requests for fund raising events benefiting a single organization or events sponsored by religious or political groups are normally not approved.
5. There must be no admission fee charged for the ISS Trailers Exhibit. Although the ISS Trailers Exhibit may be part of a larger exposition that charges an admission fee, such as a state fair, it may not be the major attraction of such an event. A separate admission charge may not be made to view the exhibit, nor can any admission increase be affected because of the addition of the ISS Trailers Exhibit. Where a general admission charge is made and the exhibit exceeds 20% of the entire exposition, additional information concerning the total event's budget and distribution of proceeds will be required before NASA can accept an invitation to participate.
6. The sponsor assumes all transportation expenses for the two (2) trailers that comprise the ISS Trailers Exhibit. In some cases airfare, lodging, meals and local ground transportation may be required for NASA ISS Trailers Exhibit personnel.
7. NASA will provide up to two (2) ISS Trailers Exhibit personnel for the set up and tear down of the exhibit. The sponsor shall provide suitable labor [a minimum of two (2) on-site assembly assistants] to assist in the set up and tear down of the ISS Trailers Exhibit. All other expenses including property insurance, daily exhibit maintenance, and electrical power and hookup, shall be borne by the sponsoring organization.
8. During the period the ISS Trailers Exhibit is in the custody of the sponsor, the sponsor will pay expenses relating to its operation, including maintenance and repair. During this period the sponsor assumes the risk of, and is responsible for, any loss of, or damage to, the exhibit except for reasonable wear and tear. The sponsor will contact NASA before affecting any repairs.
9. The sponsor is required to carry insurance covering loss or damage to the exhibit, persons, or property. The requirement of insurance is for the amount of the full repair and replacement value of approximately \$250,000 per trailer. Insurance is required for exhibits loaned to state, country, municipal, and city entities, including organizations such as educational institutions established by those entities.
10. The sponsor assumes all responsibility for any liability, damages, or injuries to persons or property arising out of, or in any way connected with, the sponsor's possession or use of the ISS Trailers Exhibit, and shall hold the Government harmless against any claims arising hereunder.
11. The specific location of the ISS Trailers Exhibit will be agreed upon by the sponsor and NASA before the standard agreement is approved. Once finalized, approval must be granted by NASA before the ISS Trailers Exhibit can be moved to another location.

continued

INTERNATIONAL SPACE STATION TRAILERS EXHIBIT APPLICATION

TO:

Office of Public Affairs /AP
NASA Lyndon B. Johnson Space Center
2101 NASA Road 1
Houston, TX 77058-3639
Phone: (281) 483-8618
Fax: (281) 483-4559 or (281) 483-4876
www.jsc.nasa.gov/programs/exhibits/trailers/

FROM:

Contact Name: _____
Work Phone: ____ (____) _____
Cellular Phone: ____ (____) _____
Pager: ____ (____) _____
Fax: ____ (____) _____
Home Phone: ____ (____) _____
E-mail Address: _____

EXHIBIT DATA:

Name or title of event: _____
Location: _____
Begin: _____ End: _____
Anticipated audience: _____ Population of city/town: _____

Please provide a daily schedule, including any pre-event press showings or receptions. Normal operation hours of 9:00 a.m. to 7:00 p.m. are suggested for the ISS Trailers Exhibit.

continued

What other space-related exhibits are committed? (Indicate the type of exhibit committed by industry, government, or other sources.)

Will admission be charged for the event?

☐ No ☐ Yes, amount \$ _____ Proceeds go to: _____

Will exhibit exceed 20% of total space?

☐ No ☐ Yes

A separate admission charge may not be made to view the NASA exhibit, nor can any admission increase be affected because of the addition of NASA exhibits. Where a GENERAL admission charge is made and the NASA exhibit exceeds 20% of the entire exposition, additional information concerning the total event's budget and distribution of proceeds will be required before NASA can accept an invitation to participate.

SPECIAL ACTIVITIES

As a special program that can be offered in conjunction with the ISS Trailers Exhibit, NASA Days is a program that consists of educational activities for students and educators in your area. Activities may include three or four days of tours through the exhibit; videoconference links provided by NASA's Distance Learning Outpost (DLO) that allows students to have interactive sessions with NASA astronauts, scientists or engineers; and workshops or instructional sessions provided by NASA's Aerospace Education Services Program (AESP) in which activities may include staff development programs, lecture-demonstration programs for students and educators, curriculum development projects, instructional technology, or extended instructional training covering several days. Other NASA exhibits, such as photos from space, may be available to display at a related location.

Would you be interested in having a NASA Days program in conjunction with the ISS Trailers Exhibit?

☐ No ☐ Yes

For more information on the AESP program visit the Website: www.okstate.edu/aesp/AESP.html
For more information on the DLO program, visit the Website: learningoutpost.jsc.nasa.gov/

NOTE: If you are interested in these additional activities, capabilities for an ISDN line, a T1 line, or greater are required.

continued

CONTACT REPRESENTATIVES

Sponsor (*Include name and complete address, including ZIP code.*)

Sponsor is (*Check one*):

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Educational | <input type="checkbox"/> Professional / Technical |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Government | <input type="checkbox"/> Civic |
| <input type="checkbox"/> Other _____ | |

Does the sponsor carry property insurance that will protect the ISS Trailers against any loss or damage while on display?

- ☐ Yes ☐ No

If no, does the sponsor agree to obtain such insurance in sufficient amounts as the government may require?

- ☐ Yes ☐ No

Electrician (*LICENSED electrician required approximately 1.5 hours for assembly and 1 hour for disassembly.*)

Contact Name: _____

Work Phone: _____ ()

Cellular Phone: _____ ()

Pager: _____ ()

24-Hour Security (*Sponsor will be required to provide guards or security protection for the ISS Trailers Exhibit at all times.*)

Contact Name: _____

Work Phone: _____ ()

Cellular Phone: _____ ()

Pager: _____ ()

continued

On-site Assembly Assistants (*Required approximately 3 hours for assembly and approximately 2 hours for disassembly. Must be capable of lifting 100 pounds.*)

Contact Name: _____

Contact Name: _____

Work Phone: _____ () _____

Work Phone: _____ () _____

Cellular Phone: _____ () _____

Cellular Phone: _____ () _____

Pager: _____ () _____

Pager: _____ () _____

Please provide the names of volunteers who will be working in the ISS Trailers Exhibit:

continued

SHIPPING DATA:

Ship to: *(Include building, street address, city, state and ZIP code. No P.O. Box.)*

Earliest date trailers can be delivered: _____

Date / time trailers must be clear of area: _____

Remarks *(Please provide further information about the event that you may feel necessary.)*

How did you find out about the ISS Trailers Exhibit? *(Please check all that apply):*

☐ Introduction package from NASA

☐ Previous host

☐ Magazine

☐ Newspaper

☐ Other _____

Signature of requesting organization's authorized representative

Date

continued

SCHEMATIC

Please provide a layout of the area with street names on each side noted, and the position of the trailers and any obstruction over 3 inches high marked (parking bumpers, trees, islands, fire hydrants, etc.).

